31 January 1979

Classification Review Procedure   CRP 79-9

RESCINDS: Memorandum of 10 January 1979

SPECIAL PROCEDURES FOR REVIEW OF [   ] RECORDS   STAT

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       1. [   ] has identified approximately 33 cubic feet of material earlier than 1960 that should be reviewed as permanent records. The first such job (#2685) will consist of 20 boxes of sample case files. These would normally be considered non-permanent, but have been selected as a representative sampling for historical purposes. The following special review procedures will apply:

       a. Verification of Box Content - We will have access to the RMOs form 4034, which is complete and accurate. We should verify that the contents of the box match the data on the form. Any discrepancies should be brought to the attention of [   ] who will contact the [   ] RMO.   STATINTL

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       b. Numbering System - Each case (generally one per folder) will be treated as one document. Place the reviewer's stamp on the folder and use "1" for the document number.

       c. Data Input Form 4023A - Enter Job Number, Box Number, and Folder Number as usual followed by Document Number "001." In other words we are not imputting document-by-document; each case is one document. For the Document Identification Number use "CASE NO._____." The creation date will be the date of the most recent material in the folder, and the originating component code will be "024" [   ] Use "24" for   STAT the office of primary interest and "12" for type of document (Project and Case Files). Special care must be used in composing a title so as not to divulge the name of persons, organizations, or firms concerned.   STATINTL

EXAMPLES: [   ]

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    d. <u>Disposition of Data Forms</u> - When box is complete, do not give the data input forms to the keyers for input. Give them first to [   ] who will review them with DDO before input.

    2. Except for such special cases as are designated by the Chief/CRG and the branch chiefs, other [ ] material will be reviewed on a document- STAT by-document basis according to the usual CRG procedure.
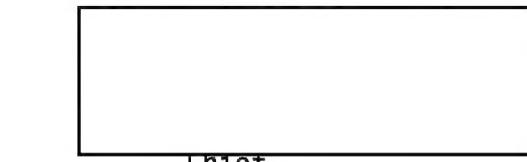
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Chief,
Classification Review Group